

ADMINISTRATIVE - INTERNAL USE ONLYNFAC Notice
No. 51-12NFAC N 51-12
23 October 1981Limitations on the Release of NFAC Publications to
the General Public

Rescission: NFAC N51-4, dated 26 November 1980

1. NFAC publications, whether classified or not, are intended for the use of CIA and other agencies of the US Government. Unclassified analytic reports will no longer be produced within NFAC. At the request of another government agency, however, and with the approval of the Director, NFAC, selected NFAC analytic reports may be sanitized and released to the public under the auspices of the other government agency. There will be no attribution to CIA. In some cases, the DCI, the DDCI, or D/NFAC may initiate release, with the release channel to be selected on a case-by-case basis.


2. Unclassified reference-type publications, while intended primarily for governmental use, may be released to the public as well. Release will be accomplished through the Library of Congress' Document Expediting (DOCEX) Project, the US Department of Commerce's National Technical Information Service (NTIS), and the Government Printing Office's Federal Depository Library Program in accordance with the attached procedures. It will be the normal practice to refer non-governmental requesters of such material to one of these outlets.

3. No unclassified NFAC material will be disseminated to the public through the External Affairs Staff, Domestic Collection Division, individual NFAC production offices, or any other Agency components or employees. NFAC may disseminate unclassified material for official use within the government, to consultants, to contractor personnel, and to other organizations and individuals with whom it has an official relationship. The External Affairs Staff may make such material available to the Congress.

4. NFAC employees wishing to publish articles or books written on their own time should follow the guidance in

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John McMahon
Director
National Foreign Assessment Center

Distribution "A" (1-6)

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Procedures for Releasing Unclassified NFAC
Publications to the Public

I. Release Approval

Requests for permission to release a new unclassified NFAC reference aid or series to the public will be forwarded to D/NFAC for approval. A draft of the publication must be forwarded with the request.

II. Covers and Cover Notes

A. All unclassified NFAC reference material, with the exception of OGSF atlases, will have white covers and be numbered in accordance with the standard numbering system specified in NFAC Notice 51-13 dated 6 October 1981.

B. The following statement will be included on the back of the cover:

This publication is prepared for the use of US Government officials. The format, coverage, and contents of the publication are designed to meet the specific requirements of those users. US Government officials may obtain additional copies of this document directly or through liaison channels from the Central Intelligence Agency.

Requesters outside the US Government may obtain subscriptions to publications similar to this one by addressing inquiries to:

Document Expediting (DOCEX) Project
Exchange and Gift Division
Library of Congress
Washington, DC 20540

National Technical
Information Service
or
5285 Port Royal Road
Springfield, VA 22161

Requesters outside the US Government not interested in subscription service may purchase specific publications either in paper copy or microform from:

National Technical Information
Service
5285 Port Royal Road
Springfield, VA 22161
(For faster service, call the
NTIS Order Desk (703) 487-4650)

Photoduplication
Service
or
Library of Congress
Washington, DC 20540

Comments and queries on this paper may be directed to the DOCEX Project at the above address or by phone (202-287-9527), or the NTIS Office of Customer Services at the above address or by phone (703-487-4660). Publications are not available to the public from the Central Intelligence Agency.

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C. The author(s) of an unclassified reference aid issued by the Agency will not be named in the publication.

III. Distribution of Unclassified Items Published Under Agency Covers

A. The CIA Librarian (extension 5000) is the Agency's contact point for determining the number of copies required by DOCEX and NTIS. Prior to public release of a new reference aid or series, OCO/IMD will notify the CIA Librarian of the proposed title and coverage. The CIA Librarian will contact NTIS to determine the number of copies it will need and then will notify OCO/IMD. NTIS requires that each transmittal of a publication be accompanied by two NTIS forms--a report documentation page (NTIS 272) and an NTIS accession note (NTIS 79). Copies of these forms are available from OCO/IMD, extension 5203. Producing offices will complete the forms and forward them to OCO/IMD with each unclassified publication. Questions concerning the completion of the forms should be directed to the CIA Librarian.

B. Printing and Photography Division (P&PD) will handle the copies for the GPO Depository Library Program in accordance with previous instructions.

C. The dissemination list accompanying the printing requisition for an unclassified reference aid will be prepared by OCO/IMD and will specify the required numbers of microfiche and hard copies for the Library of Congress and the number of hard copies for NTIS. Two copies of each publication will also go to OD/OCR, 2E60 Headquarters, and one copy to the CIA Librarian, 1H1124 Headquarters.

IV. How Outside Requests for Unclassified Publications are Handled

A. NFAC offices should:

1. Service requests and inquiries received from US Government agencies. (When office and OCO/IMD stocks of publications are depleted, OCR can furnish microfiche or prints from the film stored in the CIA document library.)

2. Refer all public requesters to the appropriate Government distribution outlet; for information and possible follow-up purposes, the Coordinator for Academic Relations should be notified of requests from scholarly or academic institutions.

B. The Department of Commerce NTIS will:

1. Offer for sale specialized subscription services for CIA publications.

2. Supply additional copies to non-Government requesters in hardcopy or microform.

3. Transmit to CIA any substantive comments or recommendations regarding the publications received from users.

C. The Library of Congress DOCEX will:

1. Distribute copies of CIA reports to libraries and others subscribing to the DOCEX service.

2. Supply additional copies to non-Government subscribers. (Photoduplication Service at the Library of Congress handles requests from nonsubscribers.)

3. Alert OCR to any changes in the number of copies required.

4. Transmit to CIA any substantive comments or recommendations regarding the publications received from users.

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